

SUMMERTIME!!!

This facility checklist was developed for the independent school facilities teams and we realize that no campus is exactly the same. So as it applies to your campus, we hope you are able to utilize these suggested items for the upcoming summer months.

- Walk all roofs and inspect for damage, clean the surface and all rain gutters, and flush subsurface drain lines
- Wash HVAC condenser coils and repair as needed
- Inspect all flat work for trip hazards and repair as needed
- Perform all regulatory inspections that are due and make necessary repairs
- Inspect grease traps and repair as needed
- Inspect walk off mats and replace as needed
- Inspect kitchen(s) cleanliness and perform deep clean of flooring
- Inspect all exterior door operations and repair as needed
- Top dress athletic natural turf and treat for fire ants and grubworms
- Walk all bleacher systems to include indoor telescoping for loose items, adjustable basketball goals, lighting repairs/replacement/upgrades
- Deep clean of all restroom floors
- Deep clean all public area floor tile and grout
- Dust all high reach areas
- Strip and wax floors
- Refinish gym floor(s)
- Clean exterior windows
- Restripe parking lots and fire lanes– verify/clean drainage systems
- Clean Operations interstitial rooms to include electrical, mechanical, IT, and janitorial
- Check all storage areas for items that are no longer needed
- Inspect all classroom conditions asking for faculty to provide their assessment and schedule necessary repairs
- Evaluate campus operation procedures and refine any changes that are needed to set expectations for next year
- Estimate the hours necessary for each item to be completed for in-house staff to perform them
- Enter work orders for all the items and require in-house staff to record their time spent daily on each item
- Schedule repairs to fire protection systems– mechanical (pumps, risers, sprinkler systems) and electrical (detection and notification systems)

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